



NEWS TO USE

A newsletter for PERSI Employers

October 2003

- Easy Pay fast and secure payments
- Unclaimed funds search
- Tips and info

Make your PERSI payments faster and more secure by phone or online with Easy Pay

If you are not already taking advantage of it, PERSI offers a way to make paying your PERSI contributions faster and more secure. With "Easy Pay" you can use the phone or Internet to make electronic payments of all PERSI contributions. There is no charge for you to use either the phone or online service. (Note: State of Idaho agencies - If you pay contributions through the Controller's Office, Easy Pay and iTelecash do NOT apply to you.)

With Easy Pay, Mellon Bank will electronically transfer funds from your local bank account to PERSI. Your payment is guaranteed for timeliness.

After you've authorized your payment to PERSI, Mellon Bank will debit your local bank account and credit PERSI's account. If your bank cannot process electronic funds transfers (EFTs), a Depository Transfer Check (DTC) can be issued against your local bank account. A DTC works like a paper check except it is initiated by Mellon Bank. It is sent to your bank and serves as a withdrawal of funds from your account.

PERSI's Easy Pay is different from other kinds of EFTs because you - and only you - initiate payments. And you decide how far in advance

you want to initiate your payment.

Easy Pay, whether via the phone or iTelecash only affects the method of transmitting funds to PERSI and can be used with any method of transmitting payroll data to PERSI.

Phone

Easy Pay enables you to initiate payments by calling a toll-free telephone number the day before the due date.

Internet

The Web-based version of Easy Pay is called "iTelecash." It allows you to enter and transmit payment transactions online.

One advantage of the web-based payment system is an import function. With this option you can set up the location numbers and pins for both the Base and Choice plans and save the set up in Excel as a CSV file. Then on each pay period reporting cycle, all you need to do is enter the new dollar amounts, effective date, and pay period end date.

After logging into iTelecash, click the Import button and select your CSV file. This is also useful if you pay PERSI from several sub-accounts but the funds come from the same bank account. You can

break down your payments into multiple lines for recordkeeping purposes, save the set up, and reuse it each pay period.

If you currently use Easy Pay (or if you have completed the application process, but have not yet used Easy Pay) you can begin using iTelecash immediately with your current location and pin numbers.

To Sign Up

If you have not yet signed up for Easy Pay but wish to, you need to complete a form and return it to PERSI. A separate sign-up sheet must be completed for each PERSI employer number. (For example, if a city also reports its fire department under a separate PERSI employer number, you need separate sign-up forms and location numbers for the city and fire department.)

If you have any questions or wish to sign up, contact: Cecile McMonigle at 287-9272 cmcmonig@persi.state.id.us or Tess Myers at 287-9235 tmyers@persi.state.id.us. Or on our Website, look up Easy Pay and iTelecash under Transmittal Reporting on the Employer Information page at www.persi.state.id.us.

NEW on the PERSI Website

Unclaimed Funds Search for Inactive Members

Someone you know may have "forgotten" money available to them. PERSI's website now has an Unclaimed Funds Search for Inactive Members. The search allows former public employees (who are not retirees) to see if they have PERSI Base Plan money available to them. They do not have to withdraw the funds, but if they wish to, they may. If they are vested to a lifetime pension, the search will inform them of this. It is at www.persi.state.id.us under "Account Information" and Unclaimed Funds Search for Inactive Members.

Quick tips and info to help you and us

RS-109s - if faxed, we don't need (or want) original

If you fax us an RS-109 Notice of Separation, we don't need the original. If you've already faxed us one, don't send the original unless you've made changes to it. This will save you postage, and will save us many of unnecessary research.

Review forms for errors to save you and us time and postage

We cannot begin to tell you the number of forms we receive with mistakes or missing information. These are simple things like missing Social Security Numbers, missing signatures, birthdates used instead of current dates, transposed dates or Social Security Numbers. Any of these require that the form be returned to you or your employee for re-completion and submission. To save yourself time and postage and to save us the same, please, please, please take a few seconds to quickly review forms before sending them in.

Handbooks and Enrollment Packets - please give to new employees

PERSI is a lot better than we used to be about mailing statements, newsletters and so on directly to your employees, but one thing we still cannot do is mail enrollment packets and handbooks directly to new employees. It should be a simple thing, and it is something we hope to do in the near future, but for now, we are still relying on you to get PERSI handbooks and RS-102 Enrollment forms and RS-115 Beneficiary Designation forms to new hires. These are available online at www.persi.state.id.us or by calling us. We appreciate your help.

In the summer of 2004 we will once again do a new version of the handbook to mail to every employee, but we still need you to get them to new hires. Thanks so much! If you need a supply of handbooks, please call Betsy Griffith at 287-9297 or email her at bgriffit@persi.state.id.us.

To staple or not to staple? Please don't

When you send forms to PERSI, we prefer that you do not staple them together. In particular, RS-102 and 115s do not need to be stapled together. It is better for us if they are not. If you feel you must staple, please do so in the upper left hand corner. Thanks!

Copies should be at least 8 1/2 x 11

When sending in copies of Social Security Cards or any other information, please make sure they on paper that is size 8 1/2 x 11. PERSI still uses antiquated microfilm equipment, and smaller pieces will not microfilm. Therefore we must re-copy what you send. This reduces the image quality and wastes paper. So, please send us copies on full-sized pages. Again, thanks!